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SECRETARY OF THE AIR FORCE**

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**AIR FORCE RESERVE COMMAND  
Supplement 1**

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**Flying Operations**

**AIRCREW STANDARDIZATION/EVALUATION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 11-2, Aircraft Rules and Procedures, and AFD 11-4, Aviation Service. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force objectives and is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrews assigned or attached to all flying activities of these commands. MAJCOMs, field operating agencies (FOAs) and HQ USAF direct reporting units (DRUs) may supplement this instruction. Units will supplement this instruction (see paragraph 7.). MAJCOMs, FOAs and DRUs will coordinate their supplement to this instruction with HQ USAF/XOOT before publication and forward one copy to HQ USAF/XOOT after publication. Units will coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with stan/eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, Recommendation for Change of Publication, through stan/eval channels, to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. Unless otherwise specified in this instruction, HQ USAF/XOO is the waiver authority for this instruction. Request waivers to the basic guidance in this instruction through applicable stan/eval channels to MAJCOM/DO, or equivalent level. MAJCOM/DOs will forward request in message or memo format to HQ USAF/XOO, with info copies to HQ USAF/XOOT. Waivers to supplemental guidance will be handled by the MAJCOM agency that generated the supplement. Unless otherwise specified in AFI 11-2 MDS-Specific, Volume 2, MAJCOM/DOs are the waiver authority for specific aircrew stan/eval requirements.

The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Air Force Operations Resource Management Systems (AFORMS) covers required information. The authority for maintenance of AFORMS is 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), DoDD 7730.57 (Aviation Career Incentive Act of 1974 and Required Annual Report, February 5, 1976, with Changes 1 and 2), and Executive Order 9497.

**(AFRC)** The OPR for this supplement is HQ AFRC/DO (SMSgt Mark B. Ayers). This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-202, Volume 2. The AFI is printed word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 99-1 which makes the requirement for NAF and OG commanders to be flight examiners optional instead of mandatory (paragraph 2.4.1.); adds a sentence to emphasize basic mission capable (BMC) examiners may only evaluate missions in which they maintain qualification (paragraph 3.5.6.); and, prescribes AF Form 1381, USAF Certification of Aircrew Training (paragraph 8.). See the last attachment of this publication, IC 99-1, for the complete IC. A (I) indicates revisions from the previous edition.

**(AFRC)** This revision places overall management of the aircrew evaluation program with the units' gaining MAJCOM, incorporates approved guidance for members that fail flight evaluations and requisite examinations, specifies the type duty that can be performed by aircrews that were downgraded to lower duty positions, and authorizes wing commanders to certify AF Forms 8 when units are geographically separated. A (I) indicates revisions from the previous edition.

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**1. Objective.** The Aircrew Standardization and Evaluation Program is the commander's tool to validate mission readiness and the effectiveness of unit flying, to include documentation of individual aircrew member qualifications and capabilities. Specific program objectives are to:

- 1.1. Develop and ensure standardization of operational procedures for weapon system employment.
- 1.2. Ensure compliance with appropriate operational, training, and administrative directives.
- 1.3. Evaluate and revise operational directives, procedures, and techniques as required.
- 1.4. Provide a system to assess individual aircrew proficiency and capability to accomplish assigned flying duties.
- 1.5. Recognize trends and recommend/initiate changes to training programs and directives.

**2. Higher Headquarters Stan/Eval Programs (Air Staff, MAJCOM and NAF):**

## 2.1. HQ USAF/XOO:

- 2.1.1. Sets policy and guides the conduct and execution of the aircrew standardization and evaluation program.
- 2.1.2. Assigns HQ USAF/XOOT as OPR for this instruction.
- 2.1.3. Forwards an electronic file of this instruction to SAF/AADP for printing and distribution.
- 2.1.4. Reviews and maintains this instruction.
- 2.1.5. Monitors and reviews MAJCOM programs ensuring MAJCOM policies, guidance and supplements are adequate.

## 2.2. MAJCOMs. (Air National Guard [ANG] is considered a MAJCOM for purposes of this instruction.)

2.2.1. Commanders make the Director of Operations, or equivalent position, responsible for the overall management of the command's standardization and evaluation program. MAJCOM stan/eval staffs are primarily responsible for policy and administrative roles. While lower echelons of command perform the primary flying and evaluation role, MAJCOM stan/eval staffs may fly to maintain current and qualified expertise. The MAJCOM stan/eval will accomplish the following:

**2.2.1. (AFRC)** Overall management of the aircrew evaluation program for AFRC aircrew members operating MAJCOM-gained "CA" and "CC" coded aircraft is the responsibility of the respective gaining/oversight command (AFI 10-301).

2.2.1.1. Supplement this instruction, if necessary, to clarify policies and procedures consistent with the USAF Standardization and Evaluation Program and unique mission requirements, according to AFPD 11-2. MAJCOM supplements will not be less restrictive than this instruction. Additional forms required by MAJCOM supplements will be approved and issued as AF Forms if they apply to more than one command.

**2.2.1.1. (AFRC)** AFRC aircrews will comply with AFI 11-2 MDS Specific Volume 1 except as noted in this supplement, or in MDS Specific supplements.

2.2.1.2. In coordination with the lead command MAJCOM, develop and manage the appropriate AFI 11-2 Mission Design Series (MDS)-Specific, Volume 2, *Aircrew Evaluation Criteria*. AFD 10-9, *Lead Operating Command Weapon System Management*, assigns lead and user command relationships. AFD 11-2 establishes the publication architecture. MDS-specific Volumes 2 may be more, but not less restrictive than this instruction.

2.2.1.2.1. Unresolved differences between lead and user commands will be elevated to HQ USAF/XO for final resolution.

2.2.1.2.2. Suggested improvements to MDS-specific Volumes 2 will be submitted on AF Form 847, Recommendation for Change of Publication, through stan/eval channels to the applicable MAJCOM stan/eval. The MAJCOM stan/eval function will forward such suggestions to the lead command MAJCOM.

2.2.1.2.3. MAJCOMs or operational theaters may supplement basic MDS-specific and aircrew-specific AFIs. These supplements will not be less restrictive than the basic MDS-specific or aircrew-specific AFI.

2.2.1.3. Convene conferences and working groups, as necessary, to review and improve com-

mand stan/eval policies and procedures.

2.2.1.4. Provide staff coordination and control of all FCIF items issued from the MAJCOM level to units.

2.2.1.5. Ensure compliance with the Flight Manuals Program (AFI 11-215, *Flight Manuals Program*).

2.2.1.6. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead command MAJCOM and other user MAJCOMs operating like weapon systems.

2.2.1.7. Assist the lead command MAJCOMs with the review, updating and distribution of MDS-specific master question files (MQF) to using agencies.

2.2.1.7.1. Lead command MAJCOMs are OPR for their respective MQF programs and are responsible for distribution of updated MQFs to user commands and other agencies.

2.2.1.7.2. MAJCOMs will act as conduit for AF Forms 847 that address deficiencies and update the MDS-specific MQFs.

2.2.1.8. Coordinate with Safety to evaluate aircraft mishaps and determine appropriate corrective actions.

2.2.1.9. In the absence of a NAF stan/eval function, assume responsibilities listed in paragraph 2.3 below.

2.2.1.10. Observe/augment HHQ (NAF) stan/eval visits when feasible.

2.2.1.11. Observe missions and provide feedback when feasible.

2.2.2. MAJCOM stan/eval staff will be no more than a section chief and one aircrew member per crew position per MDS.

2.2.3. Each MAJCOM may use examiner augmentees from other MAJCOMs to support or conduct cross command Stan/Eval program reviews that include aircrew evaluations and inspections with concurrence of all the MAJCOM stan/eval agencies involved.

### 2.3. Numbered Air Forces:

2.3.1. NAF stan/eval (MAJCOM stan/eval without NAF stan/eval) will maintain a tactical focus and perform the operational role in evaluating unit stan/eval within its chain of command. The NAF stan/eval function will:

2.3.1.1. Execute the command's stan/eval program.

2.3.1.2. Supervise evaluation functions at lower echelons, in gained units and in ANG/AFRC units for which oversight responsibility has been assigned.

2.3.1.3. Conduct periodic reviews to make sure the goals of the aircrew evaluation programs are reached.

2.3.1.4. Coordinate on applicable AF Forms 847.

2.3.1.5. Review and endorse recommended changes to appropriate publications.

2.3.1.6. Provide qualified flight examiners to augment other MAJCOM and NAF agencies

when requested (see paragraph 2.2.3.).

2.3.1.7. When practical, NAF flight examiners should administer required flight evaluations to Chiefs of Stan/Eval or senior stan/eval crews in assigned and gained units.

2.3.1.8. Review unit supplements to operational procedures, flying guidance and this instruction; making recommendations, as necessary.

2.3.1.9. Review unit Stan/Eval Board minutes.

2.3.1.10. Assist MAJCOMs in the creation, review, updating and distribution of required MQFs. NAFs will act as conduit for AF Forms 847 that address deficiencies and update MQFs.

2.3.2. Typical NAF/stan/eval staff includes a section chief and one flight examiner per crew position per MDS. Additional flight examiner positions may be authorized by the NAF Commander.

## 2.4. Senior Examiner Program.

2.4.1. Flying NAF/CCs and OG/CCs may maintain flight examiner status in their primary assigned aircraft.

2.4.2. NAF/CCs and OG/CCs do not require, nor do they have to maintain, instructor certification or mission ready/combat mission ready (MR/CMR) status. To become a flight examiner, NAF/CCs and OG/CCs must be basic mission capable (BMC) status and flight examiner certified according to this instruction.

2.5. Flight Examiner Management. HHQ flight examiners will be highly experienced and qualified instructors. Selection criteria will include experience in the applicable weapon system and in the stan/eval field.

2.6. Stan/Eval Visits. HHQ stan/eval staff may visit units in either a formal or informal capacity.

2.6.1. Formal visits will be defined in the HHQ supplement to this instruction.

2.6.1.1. All formal visits will be coordinated through the MAJCOM gatekeeper of the flying unit to be visited. *Note:* Gatekeepers monitor all inspection activities within their command and deconflict inspections and evaluations of units to minimize impacts (see AFI 90-201, *Inspector General Activities*).

2.6.1.2. Such formal visits will, as a minimum, ensure subordinate units are in compliance with this instruction, AFI 11-2 MDS-specific grading criteria and appropriate HHQ guidance.

2.6.1.3. HHQ stan/eval staff flights to accomplish continuation training during formal visits will be coordinated with the OG commander.

2.6.2. HHQ stan/eval staff may periodically visit and fly with units on an informal basis to accomplish continuation training, provide feedback to the units and evaluate specific areas of interest as directed by MAJCOM/NAF Commanders. HHQ supplements will outline procedures for conducting informal visits.

## 2.7. Staff Assistance Visits (SAVs):

2.7.1. SAVs are performed to solve specific problems or exchange information. SAVs may cover any stan/eval related area the unit desires.

2.7.2. SAVs should not normally be conducted within 6 months of a formal stan/eval visit.

**3. Unit Stan/Eval Programs (Operations Group [OG] and Squadron).** *Note:* “Unit,” as used here and throughout this instruction, is a level of organization under HHQs (MAJCOM and NAF) required to establish a stan/eval function. Most units are composed of an operations group and flying squadrons. Where there is no parent operations group, squadrons/detachments will assume duties listed for operations groups, where applicable.

3.1. Operations Group Commanders:

- 3.1.1. Actively support the command stan/eval program and directives.
- 3.1.2. Establish a stan/eval function to perform the duties directed by this instruction.
- 3.1.3. Ensure materials provided for mission planning are accurate and current.
- 3.1.4. Provide a suitable stan/eval testing area.
- 3.1.5. Direct evaluations as required to maintain a quality force.
- 3.1.6. Direct supplementary evaluations as needed.
- 3.1.7. Chair and determine the composition of the Stan/Eval Board.

3.2. Operations Group Stan/Eval (OGV) Organization:

- 3.2.1. The Chief of Stan/Eval will be a qualified and current flight examiner in a unit aircraft.
- 3.2.2. The Chief of Stan/Eval will report directly to, and be rated by, the OG commander, unit commander for organizations not collocated with a parent wing/group or as designated in the MAJCOM supplement.
- 3.2.3. OGV staff will consist of a stan/eval chief and no more than one flight examiner per crew position per MDS. Additional flight examiner positions, to meet unique unit requirements, will be approved by MAJCOM/DO.

3.3. OGV Programs:

3.3.1. Flight examiners at the OGV level will ensure standardization among squadrons and squadron assigned flight examiners. At this level, the emphasis is on standardization. OGV flight examiners may administer evaluations in all flying squadrons within their respective MDS. The OGV chief will:

- 3.3.1.1. Establish procedures for review and quality control of AF Forms 8, Certificate of Aircrew Qualification.
- 3.3.1.2. Establish procedures for the Aircrew Examination Program according to paragraph 5. of this instruction.
- 3.3.1.3. Design and maintain written evaluation profiles, as outlined in the applicable AFI 11-2 *MDS-Specific*, Volume 2, for each MDS and crew position.
- 3.3.1.4. Establish and maintain a trend program.
  - 3.3.1.4.1. Scope may include, but is not limited to, trend analysis of all evaluations.
  - 3.3.1.4.2. For units with more than one type of aircraft, combine discrepancies common to



all aircraft/aircrews to determine trends (e.g., instrument procedures).

3.3.1.4.3. For FTUs/CCTs, maintain separate trend data for students and qualified/instructor aircrews.

3.3.1.4.4. When trends are noted, recommend corrective action and assign an OPR/OCR; report trends and status to the OG commander during the Stan/Eval Board (SEB) until closed. OGV will publish and define their trends program in the unit supplement to this instruction and maintain trend data for at least one year.

3.3.1.5. Conduct Supplementary Evaluations as directed.

3.3.1.5.1. Commanders will determine evaluated areas. The stan/eval function will determine the method of evaluation. Individuals other than flight examiners, as determined by the OG commander, may conduct supplementary evaluations. These evaluations may be administered in conjunction with a flight evaluation.

3.3.1.5.2. If conducted in-flight, these evaluations should not be all encompassing nor should they result in the assignment of an overall rating for any specific aircrew member.

3.3.1.5.3. Supplementary evaluations do not constitute flight evaluations; therefore, do not use an AF Form 8 to document supplementary evaluation results. Document results in SEB minutes.

3.3.1.6. Conduct a Stan Eval Board and publish minutes in accordance with the minimum outline of this instruction ([Attachment 2](#)) and guidance in the MAJCOM supplement to this instruction.

3.3.1.7. Establish and maintain quality control of the unit FCIF program.

3.3.1.8. Process AF Forms 847.

3.3.1.9. Publish a unit supplement of procedures for the implementation of this instruction.

3.3.1.10. Document unit aircrew testing program, as directed by the OG commander, in unit supplement to this instruction.

3.4. Squadron/Detachment Stan/Eval Programs. The focus of the evaluation program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners embedded within the flying squadron. Squadron commanders will attend as many evaluation critiques as practical. Squadron examiners will:

3.4.1. Conduct flight, ATD and EP evaluations, as required.

3.4.2. Conduct aircrew testing in conjunction with evaluations.

3.4.3. Maintain Flight Evaluation Folders (FEF).

3.4.4. Assist in managing the unit stan/eval trend program.

3.4.5. Review flight publications and report inadequacies in accordance with AFI 11-215, *Flight Manuals Program*.

3.4.6. Manage the flight publications program and ensure compliance with the unit FCIF program.

3.4.7. Ensure proper completion, routing and filing of AF Forms 8.

3.4.8. Designate, if desired, a Standardization/Evaluation Liaison Officer (SELO) to assist in stan/eval duties.

3.5. Flight Examiners:

3.5.1. Aircrew members selected for flight examiner duties will be selected from the most highly qualified and experienced instructors and will maintain qualification as instructors (exception: NAF/CC and OG/CC).

3.5.2. OG/CC or SQ/CC will designate all flight examiners in writing. This will be documented by AFORMS or a letter of certification and reported in SEB minutes (see [Attachment 2](#)).

3.5.3. The squadron commander selects squadron assigned flight examiners. Squadron flight examiners will not be attached outside the squadron unless approved case-by-case by MAJCOM/DO to meet unique mission requirements or temporary flight examiner shortfalls.

3.5.4. All flight examiners will maintain MR/CMR status as defined in AFI 11-2 *MDS-Specific*, Volume 1 (exception: HHQs flight examiners, NAF/CC and OG/CC must maintain at least BMC status).

3.5.5. Senior flight examiners will normally administer evaluations to lower echelon flight examiners.

3.5.6. Flight examiners will administer evaluations only within their aircrew specialty/weapon system (exception: SPOT evaluations and where specifically authorized in AFI 11-2 *MDS-Specific*, Volume 2). BMC examiners may only evaluate those missions in which they maintain qualification.

3.5.7. Unit flight examiners may give evaluations outside of their organization, but will not administer evaluations outside of their MAJCOM/unit unless specifically requested by the MAJCOM stan/eval agency of the examinee and approved by the MAJCOM stan/eval agency of the examiner. Alternate procedures or levels of approval may be established between MAJCOMs.

3.5.8. Flight examiners will:

3.5.8.1. Conduct a thorough pre-mission briefing and post-mission debriefing to the examinee and applicable aircrew members on all aspects of the evaluation.

3.5.8.2. Immediately correct breaches of flying safety or flight discipline during an evaluation (this applies to all aircrew members). If this situation occurs, the flight examiner will also debrief an appropriate unit supervisor and if appropriate, document the deviation on an AF Form 8.

3.5.8.3. Immediately notify the examinee's squadron commander/operations officer and flight commander, if available, whenever less than Qualification Level "Q-1" performance is observed.

3.6. ANG/AFRC Specific:

3.6.1. Squadron and Operations Group stan/eval programs may be combined under the Operations Group.

3.6.2. The AF advisor may be designated as a flight examiner.

3.6.3. AT/ART/AGR serving in a military position that does not require maintaining MR/CMR status, may perform duties as a flight examiner.

3.6.4. In addition to the Chief of Stan/Eval, additional flight examiner positions will be at the discretion of the OG commander.

3.6.5. To enhance standardization, ANG and AFRC may consolidate aircrew stan/eval responsibilities in this instruction and applicable AFI 11-2 *MDS-Specific*, Volume 2, and their supplements with their gaining MAJCOMs.

#### 4. Evaluations:

4.1. Evaluation Criteria Source. The lead command MAJCOM, in coordination with other MAJCOM users, will establish and maintain standardized instrument, qualification, mission and instructor evaluation criteria in AFI 11-2 *MDS-Specific*, Volume 2.

4.1.1. The lead command MAJCOM is responsible for coordinating the establishment of areas/subareas to be used for documenting required evaluations. The following areas will be included in all AFI 11-2 *MDS-Specific*, Volumes 2:

4.1.1.1. Publications Check. Review all required flight publications for QUAL evaluations.

4.1.1.1.1. Each aircrew member is responsible for required flight publications as outlined in applicable AFI 11-2 *MDS-specific* series publications.

4.1.1.1.2. Satisfactory performance requires individual flight publications be current and properly posted. In units that do not issue individual aircrew publications, aircrew members are still responsible for current and accurate publications required for the mission.

4.1.1.2. Cockpit/Crew Resource Management (CRM). Evaluate CRM skills during all initial and periodic evaluations. Lead command will specify CRM evaluation criteria in the appropriate AFI 11-2 *MDS-Specific*, Volume 2. Examiners may use AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and AF Form 4031, *Cockpit/Crew Resource Management Skills Criteria*, as a reference.

4.1.2. The lead command MAJCOM is responsible for coordinating the establishment of which areas/subareas will be for successful completion of evaluations and which required areas/subareas will be considered critical and/or non critical.

4.2. Unsatisfactory Performance.

4.2.1. Unsatisfactory performance in any critical area/subarea will result in qualification level of "Q-3." Unsatisfactory performance in a non-critical area/subarea will result in no higher than a qualification level of "Q-2."

4.2.2. If unsatisfactory performance requires the aircrew member be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the squadron commander (or equivalent) and as specified in AFI 11-2 *MDS-Specific*, Volume 1. Supervision will be accomplished by instructors or designated supervisors (as specified in AFI 11-2 *MDS-Specific*, Volume 1) qualified in that specific aircrew position.

4.3. Evaluation Requirements. To promote efficient use of flying resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation in the

Flight Phase of the AF Form 8 - e.g., QUAL/MSN or INSTM/QUAL/MSN. Aircrew will complete the following evaluations as appropriate:

4.3.1. Instrument (INSTM) Evaluations. All Air Force pilots (and other pilots flying operationally with the Air Force - e.g., exchange pilots) will maintain instrument qualification (exception: indoctrination flyers who fly under the provisions of AFI 11-401, paragraph 2.15; USAF Test Pilot School students; and T-3 and TG-glider pilots). To maintain instrument qualification, pilots must successfully complete a periodic instrument evaluation - including the requisite instrument refresher course (IRC) and open book, written instrument examination required by AFMAN 11-210, *Instrument Refresher Course Program*.

**4.3.1. (AFRC) Conduct Instrument Refresher Course (IRC) according to AFMAN 11-210, IRC Program, and gaining/oversight MAJCOM policy.**

4.3.1.1. A commander may revoke the instrument qualification of any pilot under his command who fails to maintain minimum instrument flying skills. To revoke an instrument qualification for reasons not related to an evaluation, use the procedures for a commander directed downgrade in paragraph 6.1.7..

4.3.1.2. A pilot with a revoked or expired instrument qualification may not fly as a pilot except in a training program leading to requalification. Pilots in this situation must be in supervised status.

4.3.1.3. Navigators with flight instruments used for navigation at their station must attend a periodic instrument refresher. Navigators will attend the pilot's IRC (paragraph 4.3.1. above) or another course as specified in MAJCOM supplements to this instruction.

4.3.2. Qualification (QUAL) Evaluations. All aircrew will complete a periodic qualification evaluation in their primary assigned aircraft, to include requisites, as specified in the applicable AFI 11-2 *MDS-Specific*, Volume 2.

4.3.3. Mission (MSN) Evaluations. All aircrew who maintain MR/CMR or BMC aircrew status will complete a periodic mission evaluation in their primary assigned aircraft, to include requisites, as specified in the applicable AFI 11-2 *MDS-Specific*, Volume 2. The mission evaluation should reflect the type and difficulty of tasks required in the performance of normal operational and training sorties. The requirement for a mission evaluation may be waived for those aircraft whose performance of normal operational, test and training sorties involves tasks covered during the accomplishment of an instrument and/or qualification evaluation as specified in AFI 11-2 *MDS-Specific*, Volume 2. Qualification and mission evaluations may be combined into a single evaluation as specified in AFI 11-2 *MDS-Specific*, Volume 2.

4.3.4. Instructor (INSTR) Evaluations. To initially qualify as an instructor in a particular MDS aircraft, the aircrew member must successfully complete an initial instructor evaluation. Subsequently, aircrew members designated as instructors will be evaluated on their ability to instruct during all periodic evaluations. Accomplish initial instructor evaluations on actual instructional missions whenever possible. When students are not available or mission requirements/crew composition requirements prevent inclusion of students, the flight examiner may serve as the student for the purpose of evaluating the examinee's instructional ability.

4.3.5. SPOT Evaluations (Optional). A SPOT evaluation is an evaluation not intended to satisfy the requirements of a periodic (i.e., INSTM, QUAL, MSN or INSTR) evaluation. SPOT evalua-

tions have no specific requisites or requirements, unless specified in MAJCOM supplements. An evaluation begun as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all required flight phase requirements are completed during the SPOT eval and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in paragraph 4.6.4.. Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs with the aircrew member's desire to realign the evaluation expiration date and approves the additional flight time requirements. All evaluations not listed in paragraphs 4.3.1 - 4.3.4 above will be documented as SPOT evaluations. *Note:* When the flight examiner administering a SPOT evaluation is not qualified in the MDS and crew position of the examinee, the evaluation will not be credited towards a periodic evaluation.

4.4. Evaluation Prefixes. The following prefixes will be used, if applicable, to further describe the evaluations listed in paragraphs 4.3.1. - 4.3.5 above:

4.4.1. Initial (INIT). The first evaluation of any type for a crew position in an MDS (i.e., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

4.4.2. Requalification (RQ). An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding 6 months (for currency items as specified in applicable AFI 11-2 *MDS-Specific*, Volume 1) or a flight recheck following a failed evaluation (see paragraph 6.1.6. for ground rechecks).

4.4.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be in accordance with the guidance for that periodic evaluation. The AF Form 8 mission/check description will be documented with an RQ prefix.

4.4.2.2. When loss of qualification is for loss of currency, the evaluation profile will be as directed by the squadron commander and will include, as a minimum, those items for which the individual is non-current for over 6 months. The AF Form 8 mission/check description will be documented with RQ SPOT.

4.4.2.3. When loss of qualification is for failure to pass a flight evaluation, the recheck evaluation will be in accordance with the provisions of paragraph 4.12.. The AF Form 8 mission/check description will be documented with an RQ prefix or RQ SPOT, as applicable.

4.4.3. No-Notice (N/N). A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation for a mission will be determined by the flight examiner and may be defined in the unit supplement to this instruction. The intent is to preclude extraordinary preparation for the mission because it is to be an evaluation.

4.4.3.1. The no-notice evaluation program provides commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness.

4.4.3.2. If an examinee elects, a no-notice evaluation may update an instrument/qualification/mission expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 4.6.4.. If all requirements were not completed on the first flight, subsequent flights are authorized to complete required events. If the examinee elects not to update a qualification/instrument/mission expiration date, the evaluation will be documented as a N/N SPOT evaluation.

4.4.4. Simulator (SIM). An evaluation conducted in a simulator.

4.5. Timing of Evaluations:

4.5.1. Expiration Date. Required periodic evaluations expire on the last day of the 17th month following the month in which the flight phase was successfully flown. (e.g., a periodic evaluation in which the flight phase was completed on 9 Oct 96 expires on 31 Mar 98.)

4.5.2. Scheduling. Schedule periodic evaluations in the eligibility period (6-month period prior to expiration date).

4.5.3. Requirements Before PCS/TDY. If an expiration of a periodic evaluation occurs within 3 months after the proposed departure for PCS, or TDY of such length that qualifications will expire, complete the required flight evaluation(s) before departing.

4.5.3.1. Obtain a MAJCOM stan/eval agency waiver for unusual situations.

4.5.3.2. MAJCOM stan/eval agency waivers are not required for individuals who will PCS/PCA to a non-flying assignment or those departing PCS or TDY for retraining in another aircraft type.

4.5.4. Squadron Commander-Extended Evaluations. Squadron commanders may extend the expiration date of periodic evaluations up to 3 months for the reasons listed below. Document such extensions with a Memo for Record placed in Section II of the FEF.

4.5.4.1. Individuals assigned PCS/PCA to a non-flying assignment.

4.5.4.2. Individuals departing PCS or TDY for retraining in another aircraft type.

4.5.4.3. Individuals undergoing unit aircraft conversion.

4.5.4.4. Individual removal from active flying status (e.g., separation or retirement from the Service).

4.5.4.5. Individuals participating in real world operations (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment.

4.6. Evaluation Requisites. Evaluations consist of two phases - flight and ground. The flight phase includes an in-flight or, if applicable, simulator evaluation of aircrew performance. The ground phase for periodic evaluations includes a series of requisites as listed below. See paragraph 5 of this instruction for additional guidance on aircrew examinations.

4.6.1. Qualification (QUAL) Evaluations. Open book examination, closed book examination, Boldface/Critical Action Procedures (CAPs) examination (if applicable) and emergency procedures evaluation (EPE).

4.6.2. Instrument (INSTM) Evaluations. Instrument refresher course and instrument examination.

4.6.3. Mission (MSN) Evaluations. As specified in AFI 11-2 *MDS-Specific*, Volume 2.

4.6.4. Requisite Completion. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 11-2 *MDS-Specific*, Volume 2. For all evaluations, accomplish requisites as follows:

4.6.4.1. In-the-Eligibility Period. For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the 6-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date. If the flight evaluation is accomplished prior to completion of all requisites, remaining requisites will be completed by the last day of the second month following the month of the flight evaluation (e.g., if the flight evaluation is completed on 21 Jan 97, remaining requisites must be completed by 31 Mar 97) or by the end of the eligibility period, whichever occurs first. AFRC and ANG units may use the entire eligibility period for the accomplishment of requisites in cases where the flight evaluation is accomplished prior to requisite completion.

4.6.4.2. Out-of-the-Eligibility Period. For periodic evaluations outside the eligibility period, all requisites must be completed within a 6 month period beginning no earlier than the first day of the third month prior to the flight evaluation and no later than the last day of the second month following the month of the flight evaluation to update the expiration date (e.g., if the flight evaluation is completed on 21 Jan 97, requisites must be completed no earlier than 1 Oct 96 and no later than 31 Mar 97). For initial or requalification evaluations where no eligibility period has been established, all evaluation requirements must be completed within a 6 month period. Requisites not completed prior to the flight evaluation must be completed no later than the last day of the second month following the month of the flight evaluation or no later than 6 months from the first evaluated requisite, whichever occurs first.

4.6.4.3. Recheck. For evaluations used to remedy a failed evaluation:

4.6.4.3.1. Requisites that were valid for the failed evaluation per paragraph 4.6.4.1 or 4.6.4.2 above remain valid to update an evaluation expiration date upon successful recheck according to paragraph 4.12.1.

4.6.4.3.2. Requisite completion dates from the “Q-3” AF Form 8 will not be annotated on the recheck AF Form 8. The recheck AF Form 8 will only include documentation of the flight phase evaluation.

#### 4.6.5. Emergency Procedures/ATD Evaluations.

4.6.5.1. Evaluate an aircrew member’s knowledge of emergency procedures and systems knowledge for all QUAL evaluations. AFI 11-2 *MDS-Specific*, Volume 2 will specify contents of EPEs. Only one EPE need be accomplished for each combined evaluation (i.e., one EPE for an INSTM/QUAL or INSTM/QUAL/MSN evaluation).

4.6.5.2. Satisfactory performance for emergency procedures evaluation requires taking the proper action in the correct sequence, not a verbatim response. Each aircrew member is responsible for the Boldface/CAPs applicable to their crew position.

4.6.5.3. AFI 11-2 *MDS-Specific*, Volume 2 will specify whether EPEs may be done in-flight, in an ATD or verbally.

4.6.5.4. The flight examiner will assign an overall EPE/ATD grade (1, 2, or 3) in the Qualification Ground Phase block of the AF Form 8, regardless whether all or a portion of the EPE was performed in-flight.

4.6.5.5. An examinee receiving an overall unqualified EPE/ATD evaluation grade (Q-3) will be placed on supervised status until a successful reevaluation is accomplished.



4.6.5.6. An incorrect response to a Boldface/CAP situation during an EPE/ATD requires an unqualified (Q-3) EPE or ATD grade. An aircrew member who receives an unqualified (Q-3) grade as a result of Boldface/CAPs error will not fly until a successful reevaluation is accomplished.

4.6.5.7. For an EPE/ATD evaluation requiring additional training, the flight examiner will indicate if the additional training will be accomplished before the flight evaluation under restrictions in the Comments block of the AF Form 8.

4.7. Evaluation Profiles. The profiles must incorporate all appropriate requirements set in the applicable AFI 11-2 *MDS-Specific*, Volume 2, and allow accurate measure of the proficiency of the examinee. MSN profiles will be based on training programs and scenarios constructed by the flying squadron. Such profiles will reflect unit tasking, daily training missions, be realistic and incorporate current tactics.

#### 4.8. Grading Policies:

4.8.1. The overall qualification level awarded an evaluation is based on performance during both the flight and ground phases. This grade should be awarded only after all evaluation requirements have been completed and given due consideration.

4.8.2. To receive a qualified grade on an evaluation, the aircrew member must satisfy the criteria set forth in the applicable MDS-Specific, Volume 2 and demonstrate ability to operate the aircraft and/or equipment safely and effectively during all phases of an evaluation.

4.8.3. Use the grading criteria in the applicable 11-2 *MDS-Specific*, Volume 2, to grade areas/subareas accomplished during an evaluation.

4.8.3.1. The flight examiner must grade the areas/subareas listed as “required” in the general and specific evaluation sections of the applicable 11-2 *MDS-Specific*, Volume 2.

4.8.3.2. The flight examiner may grade any area/subarea accomplished during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or flight safety.

4.8.4. When in-flight evaluation of a required area is not possible, the area may be evaluated verbally or in an ATD. Flight examiners will make every effort to evaluate all required areas in-flight before resorting to this provision. See the appropriate AFI 11-2 *MDS-Specific*, Volume 2 for areas prohibited from verbal/ATD evaluation.

4.8.5. Grading criteria tolerances assume smooth air and stable aircraft conditions. Minor momentary deviations are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the overall grade.

#### 4.9. Grading Systems:

##### 4.9.1. Overall Qualification Levels.

4.9.1.1. Qualification Level 1 (Q-1). The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted and may be awarded when discrepancies are noted if:

4.9.1.1.1. The discrepancies resulted in no more than a “Q-” grade being given in any



area(s)/subarea(s).

4.9.1.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Qualification Level 1.

4.9.1.1.3. All discrepancies noted during the evaluation were cleared during the debrief of that evaluation.

4.9.1.2. Qualification Level 2 (Q-2). The aircrew member demonstrated the ability to perform duties safely, but:

4.9.1.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

4.9.1.2.2. A non-critical area/subarea grade of “U” was awarded.

4.9.1.2.3. In the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

4.9.1.3. Qualification Level 3 (Q-3). The aircrew member demonstrated an unacceptable level of safety, performance or knowledge.

4.9.1.3.1. An area grade of “U” awarded in a critical area requires an overall “Q-3” for the evaluation.

4.9.1.3.2. An overall “Q-3” can be awarded if, in the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

4.9.1.4. The flight examiner will indicate all appropriate restriction(s) and additional training on the AF Form 8.

4.9.2. Area/Subarea Grades. AFI 11-2 *MDS-Specific*, Volume 2 will establish areas and subareas to be evaluated and the appropriate grading criteria for those areas/subareas. Areas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. The overall area grade will be the lowest of any subarea grade awarded.

4.9.2.1. Q. A “Q” is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed aircrew duties within the prescribed tolerances and accomplished the assigned mission.

4.9.2.2. Q-. A “Q-” indicates the examinee is qualified to perform the assigned area tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations from established standards must not exceed the prescribed “Q-” tolerances or jeopardize flight safety.

4.9.2.3. U. Assign a “U” area grade for any breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised flight safety. An examinee receiving an area grade of “U” normally requires additional training. When, in the judgment of the flight examiner, additional training will not constructively improve examinee’s performance, it is not required. In this case, the flight examiner must thoroughly debrief the examinee.

4.9.3. Boldface/CAPs. Grade Boldface/CAPs either “Q” or “U.”

4.10. Additional Training. Commanders will ensure required additional training is completed. Accomplish additional training by the last day of the second month following the date of the discrepancy, e.g., for an evaluation on 21 Jan 97, additional training due 31 Mar 97. AFRC/ANG accomplish additional training by the last day of the third month following the date of the discrepancy. If an aircrew member exceeds the allotted time for completion of additional training, the squadron commander will review the situation and direct appropriate action. Document the circumstances with a Memo for Record placed in Section II of the FEF of the affected individual.

4.11. Failure to Complete an Evaluation within the Required Period. If an aircrew member fails to complete an evaluation (either ground phase or flight phase) within the eligibility period for an in-the-eligibility period evaluation or within the period listed in paragraph 4.6.4.2. for an out-of-the-eligibility period evaluation, OG commanders may approve waivers to preclude the reaccomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with a Memo for Record placed in Section II of the FEF.

4.12. Failure to Pass a Flight Evaluation:

4.12.1. If an aircrew member fails a flight evaluation, a successful recheck must be completed by the end of the second month after the date of the first failure, e.g., for an evaluation on 20 Jun 97, complete recheck by 31 Aug 97. AFRC/ANG accomplish recheck by the last day of the third month following the date of the first failure. A recheck is successfully completed when the aircrew member performs to "Q" criteria (Q or Q-/debriefed) for each area graded "U." OG commanders may approve waivers to the time limits in this paragraph on a case-by-case basis. Document such action with a Memo for Record placed in Section II of the FEF. Every reasonable effort must be made to requalify the individual. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and number of hours of training required.

**4.12.1. (AFRC)** Unit commanders and standardization/training sections monitor the requalification progress of deficient aircrew members to ensure that required corrective action is completed within the 3-month period. Do not schedule unqualified crewmembers for retraining flights after the 3-month expiration date unless a waiver has been granted.

4.12.2. Downgrade aircrew members receiving a "Q-3" instrument, qualification or mission evaluation to non-mission ready (NMR)/non-combat mission ready (N-CMR), non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) status, as applicable. For instructor evaluations, aircrew status (i.e., MR/CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas.

**4.12.2. (AFRC)** Downgrade to lower crew duty position. In those cases where failure of a flight evaluation results in downgrading to a lower crew duty qualification (that is, instructor pilot to aircraft commander, aircraft commander to first pilot, etc.), these individuals may perform duty in the lower position without supervision provided that this action was recommended by the flight evaluator and properly annotated on AF Form 8. Such individuals may not perform duty in crew duty positions from which they were downgraded until successful reaccomplishment of the examination/flight evaluation.

4.12.3. Restrictions. Restrict aircrew receiving a "Q-3" on an evaluation, as listed below, until a successful evaluation is completed:

4.12.3.1. Qualification or Instrument Evaluation. Place the examinee on supervised status.

4.12.3.2. Mission Evaluation. The examinee may perform basic qualification/instrument tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

4.12.3.3. Instructor Evaluation. Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed.

**4.12.4. (Added-AFRC)** Squadron commanders review the records of aircrew members who fail a flight evaluation. Written documentation is contained on the AF Form 8, **Certificate of Aircrew Qualification**, and filed in the individual's Flight Evaluation Folder (FEF). Squadron commander's signature in Section III of the AF Form 8 satisfies this requirement.

**4.12.4.1. (Added-AFRC)** Active duty, ART, and AFRC aircrew members are disqualified or removed from aviation service when they indicate a repetitive pattern of failure and/or marginal performance according to AFI 11-402, as supplemented, and reassigned to a non-flying position or removed under the provisions of AFI 36-704.

**4.12.4.2. (Added-AFRC)** Civilian aircrew members are notified according to AFI 36-1001 when they fail to pass a qualification examination or flight evaluation.

**4.12.4.2.1. (Added-AFRC)** Removed from aviation service and reassigned to a non-flying position, or removed under the provisions of AFI 36-704 when they indicate a repetitive pattern of failure and/or marginal performance.

4.13. Multiple Qualification. For aircrew members who maintain qualification in two or more mission design aircraft (e.g., U-2 and T-38) according to AFI 11-202, Volume 1, the following guidance applies (for purposes of this instruction, different series [models] of the same basic aircraft do not constitute multiple qualification - e.g., F-16C and F-16CG):

4.13.1. Documentation. Document MAJCOM authority for multiple qualification, including a list of aircraft in which qualification will be maintained, in a Memo for Record placed in Section II of the FEF. (For AFMC, MAJCOM authority may be delegated, but not lower than wing commander.)

4.13.2. Instrument Evaluation. Pilots need only complete an instrument evaluation, to include requisites, in one of the aircraft in which they maintain qualification as specified by the authorizing MAJCOM unless additional instrument evaluation requirements are directed by the MAJCOM in its supplement to this instruction.

4.13.3. Qualification and Mission Evaluations. All aircrew require a qualification evaluation, and, if applicable, a mission evaluation, to include requisites, in each mission design aircraft according to applicable AFI 11-2, *MDS-Specific*, Volumes 2.

4.13.4. Failure to Pass a Flight Evaluation for Multiple Qualified Aircrew Members. A Q-3 on an instrument evaluation results in a downgrade in all aircraft flown. A downgrade resulting from a Q-3 in qualification or mission evaluation applies only to the aircraft for which the evaluation was administered.

## 5. Aircrew Examination Program.

5.1. Purpose. Use examinations to measure aircrew member's knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned weapon system. Computer Based Training or electronic information management tools may satisfy

the requirement for written examinations as outlined in the appropriate AFI 11-2 *MDS-Specific*, Volume 2. Poor testing performance indicates areas requiring increased training emphasis.

5.2. Security. Stan/eval personnel will maintain positive control of all required exams and applicable answer sheets. Instrument requisite exams and answer sheets associated with administration of the requisite Instrument Refresher Course may be controlled by the unit training function.

5.3. Administrative Procedures:

5.3.1. Enter the grades for each requisite examination separately on the AF Form 8.

5.3.2. Retain graded exam answer sheets/computer records until AF Form 8 is completed.

5.3.3. Review all exams for accuracy annually and after any changes in source documents. Units will document their procedures for reviewing and updating exams in their unit supplement to this instruction.

5.3.4. Describe the group examination program in the unit supplement to this instruction.

5.3.5. Formal Training Units (FTU) administering USAF Formal Schools listed in AFCAT 36-2223, *USAF Formal Schools*, may use end-of-course (EOC) examinations to fulfill the requirements of the open book, closed book, and Boldface/CAPs (if applicable) requisite examinations.

5.3.5.1. Training command, in coordination with lead command, stan/eval agencies will ensure the EOC examination meets the requirements of this instruction and AFI 11-2 *MDS-Specific*, Volume 2, before awarding credit for requisite completion.

5.3.5.2. EOC examination test questions do not need to incorporate MAJCOM MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

5.3.5.3. All EOC examinations that fulfill the requirements of requisite examinations will be administered according to paragraph 5.10. and entered on the AF Form 8 according to paragraph 6.1.3.1.

5.4. Question Sources:

5.4.1. Open Book Requisite Exam. Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission. The open book subject areas and the publications used to generate the exam will be made available to aircrew. Each unit may develop an open book secure question bank (SQB) that serves as the source for some or all of the open book examination questions. Do not distribute the SQB to unit aircrews and safeguard it in the same manner as any other required stan/eval examination.

5.4.2. Closed Book Requisite Exams. Closed book questions will come from MDS-specific and local procedure MQFs. These questions will emphasize information and system knowledge necessary for safe flight and mission accomplishment.

5.4.2.1. MDS-Specific MQFs. Lead command MAJCOMs will ensure MDS-specific MQFs containing approved questions for closed book testing are available for MAJCOM use and distribution to applicable aircrew.

5.4.2.1.1. The highest organization with a stan/eval function (NAF or unit) may develop, maintain and publish MQFs for weapons systems without MAJCOM expertise. That organization will submit these MQFs to the MAJCOM for approval prior to their publication.

5.4.2.1.2. MAJCOM OPRs will review MQFs annually and distribute changes to MQFs as necessary.

5.4.2.1.2.1. Units may edit MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

5.4.2.1.2.2. Units will forward edits of MQF questions to the appropriate MAJCOM.

5.4.2.2. Local Procedures MQF. Units may develop and distribute a local procedures MQF to augment HHQ MQFs.

#### 5.5. Boldface/Critical Action Procedures (CAPs) Requisite Examinations.

5.5.1. Aircrew member knowledge of applicable Boldface/CAPs will be evaluated through a written examination as a requisite to all periodic qualification (QUAL) evaluations.

5.5.2. Satisfactory performance for the Boldface/CAPs examination requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The flight examiner will assign a Boldface/CAPs grade (Q or U) in the Qualification Ground Phase block of the AF Form 8.

5.6. Instrument Examinations. Pilots will take the instrument exam as specified in paragraph 4.3.1. of this instruction. Additional aircrew required to take the instrument exam will be as specified in MAJCOM supplements to this instruction.

5.7. Qualification Examinations. Each group stan/eval will either: maintain requisite examinations for each crew position or generate a unique test for each aircrew member requiring an exam. If requisite examinations are maintained for each crew position:

5.7.1. Develop and control a minimum of two requisite examinations for each crew position.

5.7.2. Change fifty percent of the questions on the requisite examinations every calendar year.

5.7.3. Units having ten or fewer individuals per crew position require only one examination.

5.7.4. When different crew positions are responsible for the same information (for example, in two-place fighters, front and back seat or left and right seat pilots of the same aircraft) stan/eval is not required to maintain separate examinations for each crew position.

5.8. Flight Surgeon Examinations. Flight surgeons will complete an aircrew examination every 17 months. The unit-developed Flight Surgeon Exam will cover the Flight Surgeon's primary assigned aircraft and contain, as a minimum, the emergency procedures applicable to his/her crew position. Flight surgeons will not fly on any USAF aircraft as an aircrew member until successful completion of the exam. Document the results in accordance with procedures detailed in the unit supplement to this instruction.

5.9. Unit Periodic Examinations (optional). Each group/squadron stan/eval function may conduct periodic testing for all aircrew. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam. Units will describe this program in the unit supplement to this instruction, to include procedures for failed exams.

5.10. Exam Administration Procedures. The minimum passing grade for Boldface/CAPs exams is 100 percent. The minimum passing grade for all other stan/eval requisite examinations is 85 percent - corrected to 100 percent. Grade all completed requisite and/or Boldface/CAPs exams prior to the aircrew member's next flight.

5.11. Failure to Pass a Requisite Exam. An evaluation will not be complete until all failed items have been successfully reaccomplished. If an aircrew member fails a requisite written examination, they must complete a successful reexamination by the end of the second month (AFRC/ANG: third month) following the date of the first failure or obtain a waiver from the OG commander. Document such action with a Memo for Record placed in Section II of the FEF of the affected individual.

**5.11. (AFRC)** Unit commanders and standardization/training sections monitor the requalification progress of deficient aircrew members to ensure that required corrective action is completed within the 3-month period.

5.11.1. Aircrew members failing a Boldface/CAPs exam will not fly as aircrew members until a successful reexamination is accomplished.

5.11.2. Place aircrew members who fail a requisite open book, closed book, or instrument written examination in supervised status until successful retesting is completed. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open or closed book examination applies only to the aircraft for which the examination was administered. Failure of a requisite instrument exam results in the examinee being placed in supervised status in all aircraft flown.

5.11.3. An aircrew member failing a requisite examination or Boldface/CAPs at any time must be afforded an adequate study period prior to reexamination. For other than Boldface/CAPs, the aircrew member will be reevaluated using an alternate exam.

**5.11.4. (Added-AFRC)** Squadron commanders review flying records of aircrew members who fail to take or pass a written standardization examination. Document this review describing the circumstances/actions to be taken and keep on file in the unit standardization/training section until corrective action is completed.

**5.11.4.1. (Added-AFRC)** Active duty, ART, and AFRC aircrew members are:

**5.11.4.1.1. (Added-AFRC)** Notified in writing of unsatisfactory performance when they fail to pass a written examination. Notification includes the training program to be pursued to restore the individual's qualification.

**5.11.4.1.2. (Added-AFRC)** Disqualified or removed from aviation service when they indicate a repetitive pattern of failure and/or marginal performance according to AFI 11-402, as supplemented, and reassigned to a non-flying position or removed under the provisions of AFI 36-704.

**5.11.4.2. (Added-AFRC)** Civilian aircrew members are:

**5.11.4.2.1. (Added-AFRC)** Notified according to AFI 36-1001 when they fail to pass a qualification examination or flight evaluation.

**5.11.4.2.2. (Added-AFRC)** Removed from aviation service and reassigned to a non-flying position, or removed under the provisions of AFI 36-704 when they indicate a repetitive pattern of failure and/or marginal performance.

**5.12. (Added-AFRC)** Downgrade to lower crew duty position. In those cases where failure of a written qualification examination or flight evaluation results in downgrading to a lower crew duty qualification (that is, instructor pilot to aircraft commander, aircraft commander to first pilot, etc.), these individuals may perform duty in the lower position without supervision provided that this action was recommended by the flight evaluator and properly annotated on AF Form 8. Such individuals may not perform duty in crew duty positions from which they were downgraded until successful reaccomplishment of the examination/flight evaluation.

## **6. Completion of AF Form 8, Flight Evaluation Folders, Flight Crew Information File, and Go/No-Go Procedures:**

6.1. Completion of AF Form 8, Certificate of Aircrew Qualification. Use the AF Form 8 to record and to certify aircrew member qualification as demonstrated in required ground and flight evaluations. A separate AF Form 8 will be used for all in-flight or, if applicable, simulator rechecks. Ground rechecks will be completed on the original Q-3 AF Form 8 (see paragraph 6.1.6.). Use the following guidance when completing an AF Form 8 and see attachment 3 for sample AF Forms 8. *Note:* Except for the organization of the Comments block described in paragraph 6.1.3.8., the sample AF Forms 8 are provided to demonstrate the content, not the format, of the data presented. To facilitate the entry of data on the form, except where specifically noted otherwise, lower case letters with capitals will be used. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

6.1.1. Date Completed. Use the latest completion date (ground or flight phase) of the evaluation, not including additional training. Use this date on the AF Form 942, Record of Evaluation.

### **6.1.2. Section I - Examinee Identification:**

6.1.2.1. Name, Grade, and SSAN.

6.1.2.2. Organization and Location. Use the unit designation and location that the examinee is assigned to or attached to for flying. For higher headquarters aircrew members their office symbol may be used in place of the unit designation.

6.1.2.3. Aircraft/Crew Position. Enter the aircraft MDS in which the evaluation was given. Enter the examinee's highest qualification in that particular aircraft MDS demonstrated during the evaluation. (Note: Examiner is not a qualification, it is a certification, and should only be entered when demonstrated during the evaluation, e.g., a SPOT evaluation in which the examinee receives an evaluation while administering an evaluation.)

6.1.2.4. Eligibility Period. Enter the 6-month period preceding the expiration date from the last similar evaluation (e.g., if the last mission evaluation expires Sep 97, enter Apr-Sep 97). Enter N/A for initial evaluations and evaluations accomplished outside the examinee's normal eligibility period. Dual entries are authorized for misaligned combined evaluations (e.g., if last instrument evaluation expires Nov 97 and qual evaluation expires Jan 98, enter "INSTM: Jun-Nov 97 / QUAL: Aug 97-Jan 98" for an INSTM/QUAL evaluation).

### **6.1.3. Section II - Qualification:**

6.1.3.1. Ground Phase. Make a separate entry for each ground requisite. If requisites exceed available lines, make combined entries or document additional requisite completion in the

comments section. In the date column, enter the date that the requisite is completed. One entry will be made for both the IRC and instrument examination - only the completion date and grade on the examination will be recorded. Enter failing examination scores with successful reaccomplishment scores as follows: 84/98. Enter failed Boldface/CAPs with successful reaccomplishment as follows: U/Q. Separate Boldface/CAPs grades from written examination grades when on the same line by enclosing them in parentheses as follows: 84/98 (U/Q). Enter failed EPE/ATD grades with a successful recheck as follows: 3/1.

6.1.3.2. Flight Phase. Make a one line entry to document the flight used to complete the evaluation. If two or more flights are required and they are administered by either different flight examiners or on separate days, enter a one line entry for each flight. Exception: for evaluations conducted on missions consisting of multiple flights over one or more days or a single flight spanning more than one day, a single line entry with either the inclusive dates of the flight(s) or the date the mission was completed may be used. If either exception is met, it will be documented in the Mission Description portion of the Examiner's Remarks. Use the following designations to describe the purpose of the evaluation(s): INSTM (instrument), QUAL (qualification), MSN (mission), INSTR (instructor) and SPOT. Use the following prefixes, when applicable, to describe the type of evaluation: INIT (initial), RQ (requalification), N/N (no-notice) and SIM (simulator).

6.1.3.3. Qualification Level. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the aircrew member's overall qualification level. Base the overall qualification level on both the ground and flight phase performance. Combined evaluations (e.g., INSTM/QUAL, INSTM/QUAL/MSN) require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade. If the qualification levels assigned parts of a combined evaluation vary, indicate the qualification level for each part separately (e.g., "INSTM: 1 and QUAL: 2" in the qualified block or "INSTM/MSN: 1" in the qualified block and "QUAL: 3" in the unqualified block). In the event a ground recheck for a Q-3 evaluation is accomplished, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as "3/1" in the qualified block (see paragraph 6.1.6).

6.1.3.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed. For evaluations that do not establish a new eligibility period, enter "N/A." Combined evaluations (e.g., INSTM/QUAL) require only one date if all parts of the evaluation were successfully completed and "N/A" if all parts were assigned an unqualified grade. For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and "N/A" for those portions awarded an unqualified grade (e.g., QUAL 1 and INSTM 3, then enter "QUAL-Jul 97 / INSTM-N/A").

6.1.3.5. Restrictions. Place an "X" in the applicable block. List specific restrictions as the first item in the comments block.

6.1.3.6. Additional Training Due Date(s). If required, enter a date not to exceed the last day of the second month (AFRC/ANG third month) following the event requiring additional training (e.g., 26 Jan 97 Flt Eval, 31 Mar 97 due date; AFRC/ANG: 30 Apr 97 due date); otherwise, enter "N/A." If more than one date is required, preface the due dates with EPE, ATD or FLT as appropriate.



6.1.3.7. Date Additional Training Completed. Enter the date(s) the examinee completed additional training, otherwise, enter "N/A." If more than one date is required, preface the date completed with EPE, ATD or FLT, as appropriate.

6.1.3.8. Comments:

6.1.3.8.1. Use the following format. If more space is needed, continue on reverse side of the form typed head-to-foot. At MAJCOM discretion, all comments, with the exception of restrictions and exceptionally qualified designation (if used), may be placed on the reverse side of the AF Form 8.

Restriction(s): if required.

Examiner's Remarks:

A. Mission Description.

B. Discrepancies- (Document all discrepancies of "Q-" or "U") or enter "NONE."

1. Ground. Note: Include date of Q-3 eval as follows: "(Date of Q-3: 16 Dec 97)."

2. Flight.

Use the following entries if appropriate:

C. Recommended Additional Training.

1. Ground.

2. Flight.

Reviewing Officer's Remarks:

Approving Officer's Remarks:

Additional Reviews:

6.1.3.8.2. Exceptionally Qualified Designation (Optional). An exceptionally qualified comment can be awarded when, in the judgment of the examiner, the aircrew member has demonstrated exceptional skill and knowledge in all phases of the evaluation and has not failed any requisite. The designation will be annotated on the front of the AF Form 8, first line of the Comments section, on a single line, in all capital letters ("EXCEPTIONALLY QUALIFIED"). The designation can only be applied to the total evaluation - not to separate requisites.

6.1.4. Section III - Certification:

6.1.4.1. The flight examiner signing the Form 8 will always place an "X" in the remarks block and make comments in the comments block. If two or more flights are required to complete an evaluation, the flight examiner completing the evaluation will sign the AF Form 8. If more than one flight examiner was involved in administering the in-flight portion of the evaluation, the other flight examiners will sign their names in the remarks section of the comments block under their specific remarks.

6.1.4.2. MAJCOMs will specify the reviewing and final approving officers in the MAJCOM supplement to this instruction.

**6.1.4.2. (AFRC)** Wing commander's certification, when required by AFI 11-202, Volume 1, AFRC Sup, paragraph 5.1, for Aircraft Commanders, Instructors, and Flight Examiners, may be documented by the wing commander's signature as final approving officer, or in the comments section of the AF Form 8.

6.1.4.3. The format and content of data for the Organization block for the flight examiner, reviewing officer and final approving officer will be defined in the MAJCOM supplement to this instruction.

6.1.4.4. The Reviewing and Approving Officers will ensure the recommended additional training is adequate to correct the noted deficiencies. If a Reviewing or Approving Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewer or Approver should mark the "Do Not Concur" block and should comment in the comments section.

6.1.5. Suspenses. File a temporary flight evaluation certificate or a draft AF Form 8 in the aircrew member's FEF immediately after the flight evaluation as a temporary record of the flight evaluation results. Remove the temporary record when the permanent AF Form 8 routing is complete.

6.1.6. Ground Rechecks. Ground rechecks accomplished subsequent to the debriefing of an unqualified evaluation, will be documented on the original AF Form 8 generated to document the Q-3 flight evaluation (see Figure A3.4.). To document the ground recheck, follow instructions in paragraph 6.1.1 - 6.1.4 except as noted below:

6.1.6.1. Date Completed. Use the latest completion date (ground phase or successful ground recheck) of the evaluation, not including additional training.

6.1.6.2. Flight Phase. Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the flight evaluation entry under Flight Phase.

6.1.6.3. Qualification Level. Annotate the overall qualification grade as "3/1" in the qualified block.

6.1.6.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the ground recheck was successfully completed.

6.1.6.5. Restrictions. Place an "X" in the "Yes" block and list specific restrictions as the first item in the Comments block based on the original failed evaluation.

6.1.6.6. The flight examiner that administered the flight evaluation will sign the front of the AF Form 8. If the recheck examiner is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement in the Comments/Examiner's Remarks.

6.1.7. Commander Directed Downgrade. Any commander (squadron/detachment, or above) in the aircrew member's chain of command, may direct a downgrade to an intermediate level of qualification or unqualified status without administering an evaluation under the following guidance:

6.1.7.1. For flying-related cases, use for cause only, e.g., breach of flying discipline or flight safety - including incidents not observed by an examiner, or observed, but by an examiner of another aircrew specialty.

6.1.7.2. For non-flying-related cases, do not use as a substitution for or in lieu of administrative or judicial actions. Use in cases where such actions directly affect the commander's confidence in the aircrew member's flying or performance ability to safely operate the aircraft and/or equipment.

6.1.7.3. Commanders advise local stan/eval function to prepare an AF Form 8 and include related comments, additional training requirements, restrictions, and/or actions necessary to regain qualification.

6.1.7.3.1. Section I. Complete Section I as directed above.

6.1.7.3.2. Section II.

6.1.7.3.2.1. Enter the qualification(s) to be downgraded (QUAL/INSTM/MSN) with the date of the situation that caused the downgrade in the appropriate flight or ground phase blocks.

6.1.7.3.2.2. Enter the grade and/or Qualification level (2 or 3) in the appropriate blocks.

6.1.7.3.2.3. Enter the additional training due date, if required.

6.1.7.3.2.4. In the comments section type "Commander Directed Downgrade" followed by any restrictions, a detailed narrative of the situation causing the downgrade and the additional training assigned. Use the format listed in paragraph [6.1.3.8.](#)

6.1.7.3.3. Section III. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8. The directing commander will sign in the final approving officer block and "X" the remarks block. Additional reviews are at the MAJCOM discretion.

6.2. Flight Evaluation Folders (FEF). The AF Form 8 is used to record and certify an individual's qualification. Maintain a complete history of the AF Forms 8 in the individual's FEF. See Attachment 4 for details on how to maintain the FEF.

6.3. Flight Crew Information File (FCIF):

6.3.1. Units will establish and maintain a FCIF Functional Publications Library according to MAJCOM directives. All publications in the library will be current and complete.

6.3.2. Units will establish and maintain a table of contents for the FCIF Functional Publication Library containing, as a minimum, a listing of basic publications number and short title. Publication dates, supplements and changes are not required.

6.3.3. The FCIF will consist of a minimum of four volumes. If the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

VOLUME	TITLE
VOLUME I	Current Read File
VOLUME II	Publications--Air Force Directives/MAJCOM Supplements

VOLUME III	Publications--MAJCOM/NAF/Local Directives
VOLUME IV	Flight Manuals/Checklists/Aircrew Aids/Technical Orders
VOLUME V	Flight Safety Information (optional)

6.3.3.1. Squadrons with both primary crewmembers and mission crewmembers may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crewmember checklists and aircrew aids in the FCIF volumes.

6.3.3.2. Volume I consists of a minimum of two parts including: Part A, Index (a table of contents listing all material contained in all FCIF volumes), and Part B, Current Read File (messages and directives of a temporary nature directly pertinent to the safe conduct of flight designated by the MAJCOM/DO or OG commander as required to be read before flight). MAJCOMs may add additional components to Volume I, as appropriate.

6.3.3.3. MAJCOMs may waive Volumes II-V requirements for special training units (e.g., Red Flag).

6.4. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members have met all requirements before flight. Units will define and publish their positive control system in the unit supplement to this instruction.

**7. Unit Supplement.** The purpose of the unit supplement is to document the processes by which units implement the requirements of this instruction. MAJCOMs will define the scope and content of unit supplements in their MAJCOM supplement. Post the unit supplement behind the basic instruction and MAJCOM supplement.

**8. Forms Prescribed.** AF Form 8, Certificate of Aircrew Qualification; AF Form 942, Record of Evaluation, and AF Form 1381, USAF Certification of Aircrew Training.

PATRICK K. GAMBLE, Lt General, USAF  
DCS/Air & Space Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms*****AFI**—Air Force Instruction**AFMAN**—Air Force Manual**AFORMS**—Air Force Operations Resource Management System**AFPD**—Air Force Policy Directive**AFRC**—Air Force Reserve Command**AGR**—Air Guard/Reserve**AMC**—Air Mobility Command**ANG**—Air National Guard**ARC**—Air Reserve Component**ART**—Air Reserve Technician**AT**—Air Technician**ATD**—Aircrew Training Device**BMC**—Basic Mission Capable**CAPs**—Critical Action Procedures**CC**—Commander**CCTS**—Combat Crew Training Squadron**CMR**—Combat Mission Ready**CRM**—Cockpit/Crew Resource Management**DO**—Director of Operations**EP**—Emergency Procedures**EPE**—Emergency Procedures Evaluation**FCIF**—Flight Crew Information File**FEF**—Flight Evaluation Folder**FLT**—Flight**FRF**—Flight Record Folder**FTU**—Formal Training Unit**HQ**—Headquarters**HHQ**—Higher Headquarters**INIT**—Initial

**INSTM**—Instrument

**INSTR**—Instructor

**IRC**—Instrument Refresher Course

**MAJCOM**—Major Command

**MDS**—Mission Design Series

**MQF**—Master Question File

**MR**—Mission Ready

**MSN**—Mission

**N/A**—Not Available/Applicable

**NAF**—Numbered Air Force

**N/N**—No-Notice

**OCR**—Office of Collateral Responsibility

**OG**—Operations Group

**OGV**—Operations Group Standardization/Evaluation

**OPR**—Office of Primary Responsibility

**PAA**—Primary Aircraft Assigned

**PCS**—Permanent Change of Station

**QUAL**—Qualification

**Q**—Qualified

**RQ**—Requalification

**SAF/AADP**—Secretary of the Air Force/Publishing

**SAV**—Staff Assistance Visit

**SEB**—Standardization Evaluation Board

**SELO**—Standardization Evaluation Liaison Officer

**SIM**—Simulator

**SQ**—Squadron

**SQB**—Secure Question Bank

**SSAN**—Social Security Number

**STAN/EVAL**—Standardization/Evaluation

**TDY**—Temporary Duty

**U**—Unqualified

**UMD**—Unit Manning Document

USAF—United States Air Force

### *Terms*

**Additional Training**—Any training recommended by a flight examiner to remedy deficiencies identified during an evaluation that must be completed by the due date. This training may include self-study, ground instruction, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to a flight examiner, supervisor or instructor to qualify as completed.

**Aircrew**—The total complement of crewmembers (primary crewmember, mission crewmember) required to operate an aircraft and to complete an assigned mission. AFI 65-503, *USAF Cost and Planning Factors Guide*, lists authorized aircrew composition (In this instruction, “aircrew” is normally used in the plural and “aircrew member” in the singular. See AFI 11-401 for definitions of primary crewmember and mission crewmember.).

**Aircrew Training Device (ATD)**—A training platform suitable to conduct evaluations.

**Air Reserve Component (ARC)**—All units, organizations, and members of the Air National Guard (ANG) of the United States and Air Force Reserve Command (AFRC) (10 U.S.C. 261).

**Air Reserve Technician (ART)**—A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC UMD military position in the unit comparable to his or her civilian position.

**Air Technician (AT)**—A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

**Combat Crew Training Squadron (CCTS)/—Formal Training Unit (FTU) --** A unit with a primary mission to train aircrew personnel according to approved syllabi.

**Debriefed Discrepancy**—Remedial action taken by a flight examiner to remedy a discrepancy noted during an in-flight or, if applicable, simulator evaluation. This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8 Comments.

**Difference Evaluation**—An evaluation required by the training instruction for aircrew members who have qualified and served on a particular type of aircraft before they can serve in the same capacity on a variation of that airplane.

**Eligibility Period**—The 6-month period prior to the expiration date of an evaluation.

**Emergency Procedures Evaluation (EPE)**—A flight, aircrew training device or verbal evaluation used to evaluate emergency procedures and systems knowledge.

**Evaluation**—1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

**Evaluation Profile**—Defines the required items of an evaluation to include a scenario.

**Flight Crew Information File (FCIF)**—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

**Flight Evaluation Folder (FEF)**—The record containing the basic documents showing the history of flying qualifications of each aircrew member.

**Flight Examiner**—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be current and qualified in the events they evaluate (exception: SPOT evaluations).

**Ground Recheck**—A procedure used by an examiner to remedy an unqualified evaluation that does not entail in-flight nor simulator demonstration on the part of the examinee.

**Initial Evaluation**—The first evaluation of any type for a crew position in an MDS (i.e., INIT Qual/Instm, INIT Msn, INIT Instr).

**Lead Command MAJCOM**—The organization, assigned by AFRPD 10-9, responsible for the coordination of MDS-specific activities.

**Master Question File (MQF)**—Questions used to construct closed book exams. Aircrew members have access to MQFs.

**Mission Evaluation**—Qualifies an individual to perform the unit's operational mission.

**No-Notice Evaluation**—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

**Office of Primary Responsibility (OPR)**—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

**Operations Group Commander (ANG/AFRC)**—ANG/AFRC may use Air Operations Officer/Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

**Qualification Evaluation**—Qualifies an aircrew member to perform aircrew duties in the unit aircraft.

**Requalification Evaluation**—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding 6 months (as specified in applicable AFI 11-2 *MDS-Specific*, Volume 1) or a recheck following a failed evaluation.

**Requisites**—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete.

**Recheck**—A subsequent evaluation used to remedy a failed evaluation.

**Scenario**—A subset of the evaluation profile that describes the tactics employed while simulating the unit's mission.

**Secure Question Bank (SQB)**—Questions used to construct open book written exams. Aircrew members do not have access to the SQB.

**SPOT Evaluation**—An evaluation other than one used to satisfy the requirements of a periodic evaluation.

**Squadron Supervisor**—Any of the following: squadron commander, operations officer, assistant



operations officer, flight commander or person specifically designated by the squadron commander.

**Stan/Eval Board (SEB)**—A forum convened at the group level to review and resolve aircrew-related issues.

**Stan/Eval Function**—An organization at appropriate echelons of command, that accomplishes the objectives of this instruction.

**Standardization/Evaluation Liaison Officer (SELO)**—An individual (officer or enlisted) tasked to perform squadron stan/eval administrative duties.

**Student Aircrew Member**—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

**Supervised Status**—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI 11-2 *MDS-Specific*, Volume 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI 11-2 *MDS-Specific*, Volume 1, or as determined by the squadron commander.

**Supplementary Evaluation Program**—Unit directed evaluation of unit activities other than the flight evaluations listed in this instruction (e.g., IRC, Radio Communications, Life Support, Aero Club).

**Trend Program**—Analysis designed to identify areas requiring attention, monitoring or correction.

**Unit**—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a stan/eval function (normally this is an operations group and consists of both the group and flying squadrons).

**Attachment 2****STAN/EVAL BOARD MINUTES**

**NOTE:** The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)

2. Overview:

a. Manning. (Enter any stan/eval manning problems discussed or deviations from authorized manning.)

b. Summary.

(1) Evaluations. Report EP, ATD and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2 *MDS-Specific*, Volume 2). Include SPOT, no-notice and initial instructor evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).

(a) Q-1s

(b) Q-2s

(c) Q-3s

(d) Total evaluations for each crew position

(2) Examinations. Report examination results by crew position and type of examination (open book, closed book and boldface/CAPs).

(3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification (paragraph 4.5.4), extend additional training periods (paragraph 4.10), preclude reaccomplishment of requisites (paragraph 4.11), extend recheck periods (paragraph 4.12), and extend periods to reaccomplish written exams (paragraph 5.11).

(4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.

(5) Report progress toward achievement of no-notice requirements, if applicable.

c. Aircrew Flight Publications Program. Review open AF Forms 847.

d. Supplementary Evaluation Program. Report results of evaluations conducted.

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.

4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.

5. Other: This is an optional paragraph that can be used as necessary.

6. Problems Requiring Higher Headquarters Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

## Attachment 3

## SAMPLE, AF FORMS 8

Figure A3.1. Instrument/Qualification/Mission - Qualified (Sample 1).

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 22 Sep 97			
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME (Last, First, Middle Initial)			GRADE	SSAN			
Doe, John F. [Fig. A3.1. Example 1, Front - Page 35]			Capt	263-53-6159			
ORGANIZATION AND LOCATION			ACFT/CREW POSITION	ELIGIBILITY PERIOD			
93 BS, Barksdale AFB, LA			B-52H/IP	Apr - Sep 97			
<b>II. QUALIFICATION</b>							
<b>GROUND PHASE</b>			<b>FLIGHT PHASE</b>				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE			
Closed Book	1 May 97	97	INSTM/QUAL/MSN	22 Sep 97			
Open Book	1 May 97	98					
Boldface/CAPs	1 May 97	Q					
EPE	9 Jun 97	1					
IRC	27 Jul 97	100					
<b>QUALIFICATION LEVEL</b>		<b>RESTRICTION</b> (Explain in Comments) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>ADDITIONAL TRAINING</b>				
QUALIFIED	UNQUALIFIED		DUE DATES				
1			N/A				
EXPIRATION DATE OF QUALIFICATION Feb 99			DATE ADDITIONAL TRAINING COMPLETED N/A				
COMMENTS (If more space is needed, continue on reverse)							
EXAMINER'S REMARKS: A. Mission Description. The examinee led a two-ship mission with air refueling on AR 109, cell breakup after AR. Low level was accomplished at IR-429. This was followed by an ILS, overhead pattern, simulated six-engine approach, and landing. B. Discrepancies. None.							
<b>III. CERTIFICATION</b>							
TYPED NAME AND GRADE		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER James G. Vick, Maj	93 BS			×		
2	REVIEWING OFFICER John M. Sanchez, Maj	93 BS/DO	×				
3	FINAL APPROVING OFFICER Mark R. Martin, Lt Col	93 BS/CC	×				
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE				SIGNATURE		
	John F. Doe, Capt						

Figure A3.2. Instrument/Qualification/Mission - Unqualified (Sample 2).

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 15 Feb 98		
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME (Last, First, Middle Initial)				GRADE		SSAN	
Doe, John F.				Capt		263-53-6159	
ORGANIZATION AND LOCATION				ACFT/CREW POSITION		ELIGIBILITY PERIOD	
93 BS, Barksdale AFB, LA				B-52H/IP		Sep 97 - Feb 98	
<b>II. QUALIFICATION</b>							
<b>GROUND PHASE</b>			<b>FLIGHT PHASE</b>				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
Closed Book	28 Dec 97	97	INSTM/QUAL/MSN		15 Feb 98		
Open Book	28 Dec 97	80/98					
Boldface/CAPs	28 Dec 97	U/Q					
EPE	10 Jan 98	3/1					
IRC	21 Dec 97	100					
<b>QUALIFICATION LEVEL</b>			<b>ADDITIONAL TRAINING</b>				
QUALIFIED	UNQUALIFIED		RESTRICTION (Explain in Comments) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DUE DATES			
INSTM/MSN 1	QUAL 3			EPE 28 Feb 98 FLT 30 Apr 98			
EXPIRATION DATE OF QUALIFICATION INSTM/MSN-Jul 99 / QUAL-N/A				DATE ADDITIONAL TRAINING COMPLETED EPE 9 Jan 98, FLT 13 Mar 98			
COMMENTS (If more space is needed, continue on reverse)							
RESTRICTIONS: A. SUPERVISED STATUS until a successful QUAL recheck has been accomplished. B. Must not perform instructor duties until a successful QUAL recheck has been accomplished.							
<b>III. CERTIFICATION</b>							
TYPED NAME AND GRADE		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER Carl T. Hammer, Capt	319 OGV			×		
2	REVIEWING OFFICER John M. Sanchez, Maj	93 BS/DO	×				
3	FINAL APPROVING OFFICER Mark R. Martin, Lt Col	93 BS/CC	×				
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND GRADE OF EXAMINEE				SIGNATURE	
		John F. Doe, Capt					

Figure A3.3. Instrument/Qualification/Mission - Unqualified, Back (Sample 3).

AF FORM 8, MAY 85 CONTINUATION SHEET
<p>Examiner's Remarks:</p> <p>A. Mission Description. This sortie was flown as scheduled with a cell/formation takeoff, air refueling on AR 107 NW, cell breakup after AR, low level at IR-75, one high bomb run, and 1.5 hours in the pattern. Instructor abilities were evaluated throughout the flight, to include all simulated emergency procedures in the traffic pattern, TACAN, ILS, PAR and touch-and-go's.</p> <p>B. Discrepancies:</p> <p>1. Ground (EPE). (Date of Q-3: 16 Dec 97)</p> <p>Area 41. Aircrew Training Devices -- U. The pilot accomplished Boldface out of sequence during Abort procedures. Failed to deploy drag chute. During Wheel Brake System Failure the pilot failed to accomplish Step 2, body system standby pump switches to STBY.</p> <p>2. Flight.</p> <p>Area 1. Mission Planning (Publications) -- Q- debriefed. Required annotations were missing in the T.O. 1B-52G-1-11. Annotations were corrected during the debriefing.</p> <p>Area 15. Safety (CRITICAL) -- U. The flight examiner intervened during final approach to prevent an unsafe landing.</p> <p>Area 11. Landings -- U. On ILS approach pilot maintained excessive final approach speed that resulted in a long landing. Landed 15 feet left of center line and had an incomplete flare that resulted in a firm landing.</p> <p>Area 12. Go-Around -- U. Pilot failed to accomplish go-around and traffic pattern checklist, leaving the airbrakes at position 4.</p> <p>Area 26. Equipment Operations -- Q-. Equipment malfunctions were ignored, but did not damage equipment.</p> <p>C. Recommended Additional Training:</p> <p>1. Ground (EPE). Must accomplish a minimum of two IP supervised EPEs emphasizing Abort and Wheel Brake System Failure procedures. An EPE recheck must be accomplished before the flight evaluation.</p> <p>2. Flight. Must fly a minimum of two IP supervised flights emphasizing procedures and techniques for traffic pattern operations and landings. Must fly a minimum of one IP supervised flight emphasizing equipment operations with malfunctions (may be accomplished in the ATD). Flight recheck must be accomplished for Areas 15, 11, and 12.</p>

Figure A3.4. Recheck (Sample 4).

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 19 Mar 98		
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME (Last, First, Middle Initial) Doe, John F.				GRADE Capt		SSAN 263-53-6159	
ORGANIZATION AND LOCATION 93 BS, Barksdale AFB, LA				ACFT/CREW POSITION B-52H/IP		ELIGIBILITY PERIOD N/A	
<b>II. QUALIFICATION</b>							
<b>GROUND PHASE</b>			<b>FLIGHT PHASE</b>				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
			RQ QUAL		19 Mar 98		
<b>QUALIFICATION LEVEL</b>			<b>ADDITIONAL TRAINING</b>				
QUALIFIED	UNQUALIFIED	RESTRICTION (Explain in Comments) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DUE DATES				
1			N/A				
EXPIRATION DATE OF QUALIFICATION Aug 99			DATE ADDITIONAL TRAINING COMPLETED N/A				
COMMENTS (If more space is needed, continue on reverse)							
EXAMINER'S REMARKS: A. Mission Description. This was a recheck QUAL evaluation. The examinee accomplished all pattern activity successfully. B. Discrepancies. None.							
<b>III. CERTIFICATION</b>							
TYPED NAME AND GRADE		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER James S. Twining, Lt Col	319 OG/OGV			×		
2	REVIEWING OFFICER John M. Sanchez, Maj	93 BS/DO	×				
3	FINAL APPROVING OFFICER Mark R. Martin Lt Col	93 BS/CC	×				
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE John F. Doe, Capt				SIGNATURE		

Figure A3.5. Ground Recheck (Sample 5).

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 9 Apr 98			
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME (Last, First, Middle Initial)			GRADE		SSAN		
Doe, Jeff F.			SRA		001-01-0001		
ORGANIZATION AND LOCATION			ACFT/CREW POSITION		ELIGIBILITY PERIOD		
6 AS, Travis AFB, CA			C-5B/ML		Nov 97- Apr 98		
<b>II. QUALIFICATION</b>							
<b>GROUND PHASE</b>			<b>FLIGHT PHASE</b>				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE			
Closed Book	1 Dec 97	97	QUAL/MSN	29 Mar 98			
Open Book	3 Dec 97	98	GROUND RECHECK	9 Apr 98			
Boldface/CAPs	1 Dec 97	Q					
EPE	28 Mar 98	1					
<b>QUALIFICATION LEVEL</b>			<b>RESTRICTION (Explain in Comments)</b>				
QUALIFIED	UNQUALIFIED		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
3/1							
EXPIRATION DATE OF QUALIFICATION Sep 99			<b>ADDITIONAL TRAINING</b> DUE DATES 31 May 98 DATE ADDITIONAL TRAINING COMPLETED 9 Apr 98				
COMMENTS (If more space is needed, continue on reverse) <b>RESTRICTIONS:</b> A. SUPERVISED STATUS. Will review then demonstrate to an instructor or evaluator the identification markings on and the restrictions affecting the MA-7J4 tie-down chain. Ground recheck required. B. Will not perform aircrew duties until additional training is complete. <b>EXAMINER'S REMARKS:</b> A. Mission Description. Channel mission Travis-Elmendorf-Travis with 14 pallets cargo and 26 passengers. B. Discrepancies: 1. Flight. Sub-area 14. Cargo Loading -- U. Failed to identify then used a defective cargo tie-down chain. Evaluator intervened before takeoff.							
<b>III. CERTIFICATION</b>							
TYPED NAME AND GRADE		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER John B. Cargo, MSgt	6 AS			×		
2	REVIEWING OFFICER John M. Sanchez, Maj	6 AS/DO	×				
3	FINAL APPROVING OFFICER Mark R. Martin, Lt Col	6 AS/CC	×				
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE				SIGNATURE		
	Jeff F. Doe, SRA						



Figure A3.6. Ground Recheck, Back (Sample 6).

AF FORM 8, MAY 85 CONTINUATION SHEET
<p>C. Recommended Additional Training:</p> <ol style="list-style-type: none"><li>1. Ground. Will review then demonstrate to an instructor the identification markings on and associated restrictions affecting the MA-7J4 tie-down chain. Ground recheck required.</li></ol>
<p>ADDITIONAL EXAMINER'S REMARKS:</p> <ol style="list-style-type: none"><li>1. Ground Recheck. Additional training and ground recheck was successfully accomplished on 9 Apr 98. No further action required.</li></ol>
<p style="text-align: right;"><i>signed/dated</i> PAUL M. GOOD, MSgt, USAF Chief, Evaluator Loadmaster</p>

**Attachment 4****INSTRUCTIONS FOR USING AND MAINTAINING THE FLIGHT EVALUATION FOLDER (FEF) AND SAMPLE, AF FORM 942**

**A4.1.** The FEF contains the source documents that provide a history of each aircrew member's flying qualification. Each aircrew member who is on flying status, according to AFI 11-401, *Flight Management*, must have an FEF, except for flight surgeons. For personnel in inactive flying status, file the FEF with their Flight Record Folder (FRF). The FEF must include all of the aircrew member's AF Forms 8, Certificate of Aircrew Qualification (Figure A3.1., Figure A3.2., Figure A3.3., and Figure A3.4.); AF Forms 942, Record of Evaluation (Figure A4.1.); and additional MAJCOM specified items. The FEF must be maintained by the organization to which the individual is assigned or attached for flying. NAF or higher headquarters level personnel on active flying status may maintain their own FEFs at their assigned stations. NAF or higher headquarters personnel not on active flying status must maintain their FEF with their flight records according to AFI 11-401. If the organizational structure is such that a single folder cannot be efficiently used, commands may use more than one folder for each individual (the cover of the additional folders must show the appropriate function, such as, evaluation, training and flight management). Before permanent change of station (PCS) of an individual, return all documents to a single FEF. Individuals assigned or attached to other than USAF units may use the appropriate format of the service to which attached.

**A4.2. Contents of FEF.** Divide the FEF into two sections:

A4.2.1. Section I (left side) - containing AF Forms 942 and MAJCOM required items. AF Forms 942 should be on top of this section, in chronological order with the most recent on top. Record pertinent information extracted from all AF Forms 8 accomplished by the aircrew member on the AF Form 942. Use each AF Form 942 until it is filled or "Z" out any unused blocks. Computer generated AF Forms 942 may be used as long as cumulative entries are retained. If the FEF is not maintained at the same base with the individual's flight record, a copy of the most recent AF Form 1042, Medical Recommendation for Flying Special Operational Duty, and AF Form 702, Individual Physiological Training Record, may be filed in this section. If used, place AF Form 1381, USAF Certification of Air Crew Training, or qualification/authorizations in this section.

A4.2.1.1. A one-line entry is used for all evaluations with the exception of those on which the Qual levels awarded portions of a combined evaluation are not all the same. A single line entry will be made for each different Qual level awarded indicating which portions of the combined evaluation received that Qual level.

A4.2.1.2. Appropriate qualification levels (1, 2, or 3) will be entered.

A4.2.1.3. A one-line entry is required for each MAJCOM/organizational unit change at the flying unit level to which the individual is assigned or attached for flying.

A4.2.1.4. A one-line entry is required for each annual review of the FEF accomplished.

A4.2.2. Section II (right side), Qualification History, containing AF Forms 8 and attachments for all evaluations listed on the AF Forms 942 in Section I. Additional copies may be filed with other unit agencies for evaluation program management. File AF Forms 8 in chronological order with the most

recent on top. Memos for Record documenting waivers, extensions and discrepancies concerning AF Forms 8 and 942 are filed in chronological order with AF Forms 8.

**A4.3. Description of Folders.** Locally construct FEFs. Folders must be letter size and constructed of heavy stock. Recommend press board folder or equivalent. Standard 2 3/4-inch metal fasteners may be used. Affix a label bearing the individual's name and SSAN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required.

**A4.4. Annual Review of FEF.** The unit will review the FEF for all newly assigned aircrew members to establish their currency and qualification. As a minimum, review each FEF annually for expiration dates of required evaluations as outlined in the unit supplement to this instruction. An annual review for personnel in inactive status is not required. Document discrepancies found with a permanent Memo for Record filed in section II in chronological order with the AF Forms 8. Dispose of the aircrew FEF according to AFMAN 37-139, *Records Disposition Schedule*, Table 13-10, rule 31 - 35 and this instruction. Outdated certification letters, AFORMS products, Medical Recommendations, Memos for Record and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

**A4.5. Transfer of FEF.** When custody of the FEF is transferred to a new unit or base:

A4.5.1. Retention of Records. Retain all records in the folder until reviewed by the gaining unit. After review, return those forms not retained in the folder to the individual.

A4.5.2. Formal Training Graduates. For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.

A4.5.3. PCS of Individual. Aircrew members will normally hand carry their FEF to the gaining organization. When circumstances prevent this, the losing organization will mail the folder to the gaining unit. Mail any flight evaluation records not included in the folder at time of transfer to the gaining organization with clear identification of the individual concerned. When mailing an FEF or any of its contents, retain a copy until the gaining organization has received the original FEF.

**A4.6. Qualifications/Authorizations.** A certified AFORMS product or a Letter of Certification signed by the official authorized to approve AF Forms 8 or other appropriate authority, designated in writing, may be used to indicate special qualifications/authorizations as required.

Units may use electronic database files for record keeping, trend analysis, printing of standard forms, etc. Until adequate requirements for archiving and inspection of electronic files are approved, units will maintain hard-copy records as called for in this instruction.

**Figure A4.1. Record of Evaluation.**

[illegible]

## Attachment 5

## IC 99-1 TO AFI 11-202, VOLUME 2, AIRCREW STANDARDIZATION/EVALUATION PROGRAM

1 APRIL 1999

## SUMMARY OF REVISIONS

This change incorporates interim change (IC) 99-1 which makes the requirement for NAF and OG commanders to be flight examiners optional instead of mandatory (paragraph 2.4.1); adds a sentence to emphasize basic mission capable (BMC) examiners may only evaluate missions in which they maintain qualification (paragraph 3.5.6); and, prescribes AF Form 1381, USAF Certification of Aircrew Training (paragraph 8). See the last attachment of the publication, IC 99-1, for the complete IC. A (H) indicates revisions from the previous edition.

2.4.1. Flying NAF/CCs and OG/CCs may maintain flight examiner status in their primary assigned aircraft.

3.5.6. Flight examiners will administer evaluations only within their aircrew specialty/weapon system (exception: SPOT evaluations and where specifically authorized in AFI 11-2 *MDS-Specific*, Volume 2). BMC examiners may only evaluate those missions in which they maintain qualification.

**8. Forms Prescribed.** AF Form 8, **Certificate of Aircrew Qualification**; AF Form 942, **Record of Evaluation**, and AF Form 1381, **USAF Certification of Aircrew Training**.